Bonus Payments

Introduction:

This section provides the procedures for paying the following active duty and reserve bonuses:
- "A" School Incentive Program
- Career Status Bonus Payment
- Enlistment Bonus
- Non-Rate Enlisted Incentive Program Bonus
- Selective Reserve Enlistment Bonus

References:

$30,000 Career Status Bonus Implementation, ALCOAST 427/00
Pay, Personnel, Procedures Manual, HRSIC M1000.2A Ch. 8 (Career Status Bonus)
Enlistment Bonus Program Changes ALPERSRU N/02
Coast Guard Enlistment Bonus Program, COMDTINST 7220.40 (Series)
Chapter 4 - U.S. Coast Guard Pay Manual (Enlistment Bonus)
Selective Reserve (SELRES) Enlisted Bonus Programs, COMDTINST 7220.1 (Series)
SELRES Bonus Amounts/Eligibility, ALCOAST 231/02

Procedure:

Bonus entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. Guidance for approving officials are incorporated in the applicable steps of this guide.

PERSRUs may enter earnings types NREIP, EBPS, and EBNPS (enlistment bonuses that are not tax excluded).

The following bonuses may only be input by HRSIC:
- **"A" School Incentive Program Bonus**
- **Career Status Bonus**
- **Enlistment Bonuses w/Tax Exclusion**
- **SELRES Bonuses**
- **Selective Reenlistment Bonuses**
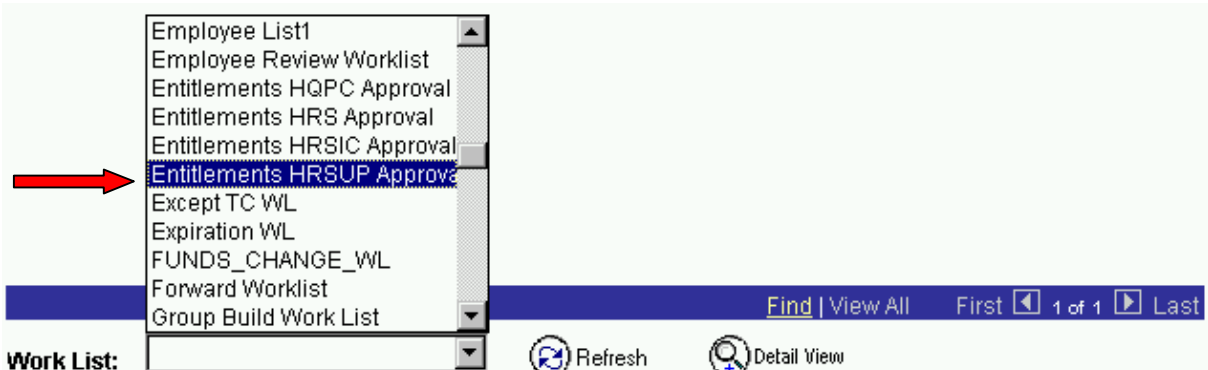
Use SDAII to Suspend Bonus Installments or to Stop Bonus Suspensions.

Corrections and Deletions are not allowed.

Start CGHRMS, **sign-in** and follow these steps to pay a bonus.

Step	Action
1	**Select** Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements** CGHRSUP User - access via their CGHRMS work list to review and approve. You may use the work list drop-down box to narrow the search criteria as shown below. Employee List1 Employee Review Worklist Entitlements HQPC Approval Entitlements HRS Approval Entitlements HRSIC Approval ➡ Entitlements HRSUP Approva Except TC WL Expiration WL FUNDS_CHANGE_WL Forward Worklist Group Build Work List Find | View All First ◀ 1 of 1 ▶ Last **Work List:** ▼ ⟳ Refresh 🔍 Detail View
2	A search page will appear. **Enter** the member's Employee ID number or other search criteria and **click** the ⬛Search button to select the member you wish to display. ┌───┐ │ Advanced Technique │ │ You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information. └───┘ ⓘ When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes. **CGHRSUP Users** - click the link as shown below in the work list to gain access to the member's Entitlement Summary Panel. **Worklist for MAPL0807: Mark A Planitz** From Date From Work Item **Link** John A. Herman 09/04/2002 Entitlements HRSUP 1077911, 0, CF1, 2002-09-01, ☑ Mark Worked ➡ Reassign Approval HDIPCM, 0, 000004

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3	Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.
	Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

Employee Entitlement Summary | Employee Entitlement Detail

The following screen appears.

Select View All in the title bar.
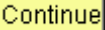
CGHRSUP User – an asterisk next to the entitlement indicates that it is pending approval (see below). Click the Continue button in the same row and then proceed to Step 7.

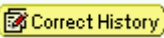|	
4	**Select** the [Include History] button located at the bottom right-hand portion of the screen so that all bonus payments will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the [Correct History] button. Note: The current selection will have a white background. <table><tr><td>➤ You may use the [Update/Display] button to start a bonus; however, we recommend using the "Include History" mode so all payments will display. ➤ Use the [Include History] button to view all payments of a bonus. Only new entitlements can be entered in this mode. ➤ Use the [Correct History] button to update or delete entries of a bonus. A listing of all payments will be displayed.</td></tr></table>
5	**If a bonus row exists in the Summary Panel…** **Click** the [Continue] button adjacent to Bonus. The Employee Entitlement Detail screen will appear. (Go to Step 7) **If a bonus row doesn't exist in the Summary Panel…** **Click** a [+] button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. Next, **type** "ENB" in the look-up box [ ] or use the magnifying glass to search for and select the Bonus earning code. Then **click** the [Continue] button adjacent to Bonus to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

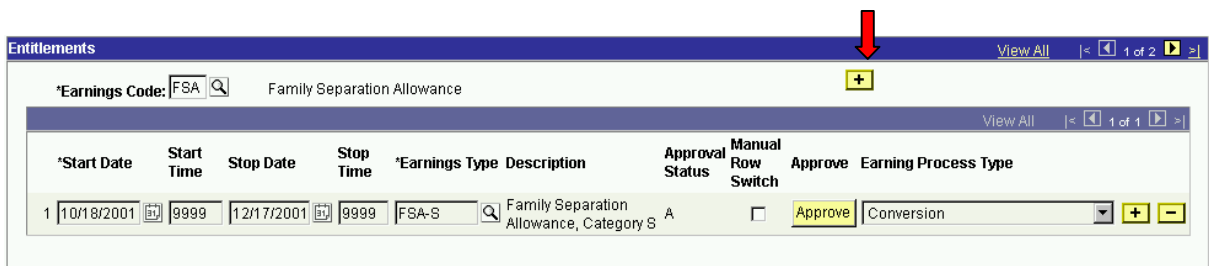| 6	**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**
	Follow these procedures to bypass the Employee Entitlement Summary Panel.
	Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the Include History button located at the bottom right-hand portion of the screen so that all bonus entries will be shown. If you are stopping, correcting, or deleting this entitlement, use the Correct History button.

Select View All from the displayed title bar to list all entitlements.
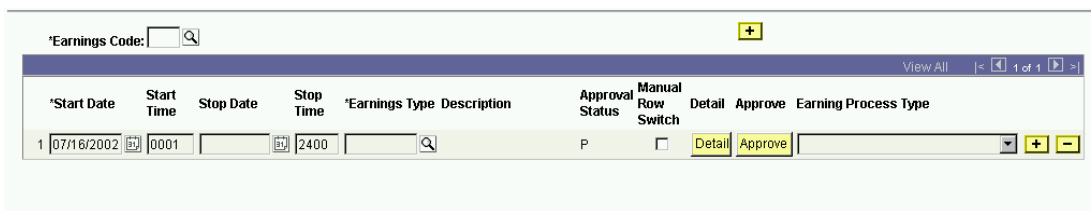
Scroll up to find the "ENB" Earnings Code. If the Bonus code isn't listed (after clicking View All), click the + button from any entitlement as shown below.

Entitlements									View All |< ◄ 1 of 2 ► >|
*Earnings Code: FSA 🔍 Family Separation Allowance								+	
								View All |< ◄ 1 of 1 ► >|
*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 10/18/2001 📅 9999		12/17/2001 📅 9999		FSA-S 🔍	Family Separation Allowance, Category S	A	☐	Approve	Conversion ▼ + −

The following screen appears below the previous entitlement…

*Earnings Code: 🔍							+		
								View All |< ◄ 1 of 1 ► >|
*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail Approve	Earning Process Type
1 07/16/2002 📅 0001			2400	🔍		P	☐	Detail Approve	▼ + −

Type "ENB" in the Earnings Code field or use the magnifying glass 🔍 to search and select the Bonus Earnings Code.

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7 | **Starting Bonus**   (See Steps 8-10 for other options)

*Earnings Code: ENB 🔍   Miscellaneous Bonus Programs   [+]

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type			
1	10/18/2002 📅	0000		📅 0000	🔍		P	☐	Detail	Approve		▼	[+]	[−]

Enter the following information…

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button 📅 to **select** the desired date. You can also **Click & Drag** over the date field to select the date then **Type** the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	**Enter** the last day of entitlement or leave blank to pay continuous Bonus. Use the calendar button 📅 to select the desired date. You can also **Click & Drag** over the date field then **Type** the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	**Type** in the code if known or use the 🔍 to search and **select** from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. (**CGHRSUP Users** - The status will automatically change from Pending (P) to Approved (A) upon saving.)
Manual Row Switch	**Select** this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
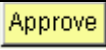
Step 7 (Cont'd)

Field	Action
Detail	**Click** the Detail button to bring up the Supporting Data screen below:

Supporting Data

1080807   ENB   10/30/2002   EBNPS

Rate Code: FT 🔍

Object Code: 12653

Total Amount Of Bonus: 15000.00

Bonus 1st Installment: 15000.00

Number Of Installments: 1

Number of Installments Now: 1

Active Duty Base Date: 05/07/1984 📅

Stop Date of Bonus: 11/08/2003 📅

Contract Begin Date: _____ 📅

[OK] [Cancel]

Field	Action
Rate	Enlistment Bonuses Only – **Select** the affiliate rating as shown on the Annex T agreement. Other fields will automatically fill when the rating is selected.
Object Code	Prefilled.
Total Amount of Bonus	**Enter** the total amount of bonus if different from that shown.
Bonus 1st Installment	**Enter** the 1st installment amount if different from that shown.
Number of Installments	**Enter** the number of installments if different from that shown.
Number of Installments Now	**Enter** the number of installments to pay now if different from that shown.
Active Duty Base Date	Pre-filled.
Prior Expected Loss Date	Prior Service SELRES Bonuses Only - **Enter** the member's expected loss date prior to reenlistment or extension.
Stop Date of Bonus	Pre-filled. • For Career Status Bonus – the member's ADBD + 20 Years – 1 Day is shown. • For all other active duty bonuses the member's Expected Active Duty Base Date is shown. • For SELRES Bonuses – The Expected Loss Date is shown.
Contract Begin Date	Enter the applicable effective date of enlistment, reenlistment, or extension.

Click the [OK] button when finished.

Step 7 (Cont'd)

Click the **Approve** button and the following screen appears.

Supporting Data

1080807   ENB   10/18/2002   EBNPS

Approval Status: Pending   **Originator ID:** MAPL0807

Role Name: CGHRSICSUP   **Approver EmplID:** [   ] 🔍

[OK]   [Cancel]

CGHRS or CGHRSIC (Clerk) Action

Complete the following steps to route the entitlement for approval:

Leave the Approval Action field set to "Approve".

Type the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.

Click the **OK** button to return to the Entitlements panel.

CGHRSUP or CGHRSICSUP Users

Take the following steps to approve, deny, or recycle the entitlement.

Leave the Approval Action field set to "Approve" or **Click** the drop down arrow to change the approval action.

Choose "Deny" if the entitlement is either inaccurate or improper.
Important! **Please delete the row after selecting this option by clicking the [–] button in the Entitlements panel.**

Choose "Recycle" if kicking back the entitlement for further revision.
Important! **Notify the CGHRS (clerk) to correct the entry when selecting this option; otherwise, the row will be left as pending and will clutter the system.**

Disregard the Supervisor ID field.

Click the **OK** button to return to the Entitlements panel.

Step 7 (Cont'd)

Field	Action
Earnings Process Type	Not Required. Disregard this field.
🖫 Save	**Click** this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user. ⓘ **Approving Officials: You must click the approve button or make a change to the entitlement before saving; otherwise, the approval action will not be effected. Once saved, the item will disappear from your work list.**